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Tender

## **Insurance Programme**

Woking Borough Council

F02: Contract notice

Notice identifier: 2021/S 000-016790

Procurement identifier (OCID): ocds-h6vhtk-02c908

Published 16 July 2021, 2:15pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Woking Borough Council

Civic Offices, Gloucester Square

Woking

GU21 6YL

#### **Contact**

Procurement Officer

#### **Email**

[procurement@woking.gov.uk](mailto:procurement@woking.gov.uk)

#### **Telephone**

+44 1483743113

#### **Country**

United Kingdom

**NUTS code**

UKJ25 - West Surrey

**Internet address(es)**

Main address

<http://www.woking.gov.uk>

Buyer's address

<https://www.delta-esourcing.com>

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://www.delta-esourcing.com/tenders/UK-UK-Woking:-Insurance-services./F399F38HAR>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted to the above-mentioned address

**I.4) Type of the contracting authority**

Regional or local authority

**I.5) Main activity**

General public services

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Insurance Programme

#### **II.1.2) Main CPV code**

- 66510000 - Insurance services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

Provision and placement of Insurance related services starting 30.09.2021. Three year agreement with an option to extend for a further two years. There are 6 Lots:

Lot 1: Property (Material Damage & Business Interruption), Contractors All Risks, Computers Insurance Related Services. Description of procurement - Cover for Material Damage and Business Interruption, to include cover for Money, Plate Glass, Specified All Risks and Theft.

Lot 2: Property Owners Insurance Related Services - Cover for Material Damage and Loss of Rent.

Lot 3: Fidelity Guarantee Insurance Related Services

Lot 4: Combined Liability Insurance Related Services - Cover to include Public/Products Liability, Employers' Liability, Officials Indemnity, Libel & Slander, Land Charges, Professional Negligence, Public Health Act and Hirers Liability.

Lot 5: Motor Fleet Insurance Related Services - General Vehicles and Leased Vehicles.

Lot 6: Engineering Inspection & Insurance Related Service

#### **II.1.5) Estimated total value**

Value excluding VAT: £1

#### **II.1.6) Information about lots**

This contract is divided into lots: Yes

Tenders may be submitted for all lots

## **II.2) Description**

### **II.2.1) Title**

Property (Material Damage & Business Interruption), Contractors All Risks, Computers Insurance Related Services

Lot No

1

### **II.2.2) Additional CPV code(s)**

- 66510000 - Insurance services
- 66515200 - Property insurance services
- 66515411 - Pecuniary loss insurance services
- 66516000 - Liability insurance services
- 66519200 - Engineering insurance services

### **II.2.3) Place of performance**

NUTS codes

- UKJ25 - West Surrey

Main site or place of performance

West Surrey

### **II.2.4) Description of the procurement**

Cover for Material Damage and Business Interruption, to include cover for Money, Plate Glass, Specified All Risks and Theft.

### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

60

This contract is subject to renewal

No

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: No

### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

### **II.2.14) Additional information**

To respond to this opportunity please click here: <https://www.delta-sourcing.com/respond/958M37NHC7>

## **II.2) Description**

### **II.2.1) Title**

Property Owners Insurance Related Services

Lot No

2

### **II.2.2) Additional CPV code(s)**

- 66514110 - Motor vehicle insurance services
- 66515200 - Property insurance services
- 66515411 - Pecuniary loss insurance services

- 66516000 - Liability insurance services
- 66519200 - Engineering insurance services

### **II.2.3) Place of performance**

NUTS codes

- UKJ25 - West Surrey

Main site or place of performance

West Surrey

### **II.2.4) Description of the procurement**

Cover for Material Damage and Loss of Rent

### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

60

This contract is subject to renewal

No

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: No

### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

## **II.2) Description**

### **II.2.1) Title**

Fidelity Guarantee Insurance Related Services

Lot No

3

### **II.2.2) Additional CPV code(s)**

- 66514110 - Motor vehicle insurance services
- 66515200 - Property insurance services
- 66515411 - Pecuniary loss insurance services
- 66516000 - Liability insurance services
- 66519200 - Engineering insurance services

### **II.2.3) Place of performance**

NUTS codes

- UKJ25 - West Surrey

Main site or place of performance

West Surrey

### **II.2.4) Description of the procurement**

Fidelity Guarantee and third party computer fraud

### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

60

This contract is subject to renewal

No

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: No

### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

## **II.2) Description**

### **II.2.1) Title**

Combined Liability Insurance Related Services

Lot No

4

### **II.2.2) Additional CPV code(s)**

- 66514110 - Motor vehicle insurance services
- 66515200 - Property insurance services
- 66515411 - Pecuniary loss insurance services
- 66516000 - Liability insurance services
- 66519200 - Engineering insurance services

### **II.2.3) Place of performance**

NUTS codes

- UKJ25 - West Surrey

Main site or place of performance

West Surrey

#### **II.2.4) Description of the procurement**

Cover to include Public/Products Liability, Employers' Liability, Officials Indemnity, Libel & Slander, Land Charges, Professional Negligence, Public Health Act and Hirers Liability

#### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

60

This contract is subject to renewal

No

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: No

#### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

### **II.2) Description**

#### **II.2.1) Title**

Motor Fleet Insurance Related Services

Lot No

5

#### **II.2.2) Additional CPV code(s)**

- 66514110 - Motor vehicle insurance services
- 66515200 - Property insurance services
- 66515411 - Pecuniary loss insurance services
- 66516000 - Liability insurance services
- 66519200 - Engineering insurance services

### **II.2.3) Place of performance**

NUTS codes

- UKJ25 - West Surrey

Main site or place of performance

West Surrey

### **II.2.4) Description of the procurement**

General Vehicles and Leased Vehicles

### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

60

This contract is subject to renewal

No

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: No

### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

## **II.2) Description**

### **II.2.1) Title**

Engineering Inspection & Insurance Related Services

Lot No

6

### **II.2.2) Additional CPV code(s)**

- 66514110 - Motor vehicle insurance services
- 66515200 - Property insurance services
- 66515411 - Pecuniary loss insurance services
- 66516000 - Liability insurance services
- 66519200 - Engineering insurance services

### **II.2.3) Place of performance**

NUTS codes

- UKJ25 - West Surrey

Main site or place of performance

West Surrey

### **II.2.4) Description of the procurement**

To include cover for Deterioration of Stock

### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

60

This contract is subject to renewal

No

**II.2.10) Information about variants**

Variants will be accepted: No

**II.2.11) Information about options**

Options: No

**II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

FCA Registered Insurers only

#### **III.1.2) Economic and financial standing**

List and brief description of selection criteria

Current Financial Rating (Standard & Poors or equivalent).

Minimum level(s) of standards possibly required

A minimum financial rating of "A" from Standard & Poors, or an equivalent rating from another equivalent rating agency is required.

#### **III.1.3) Technical and professional ability**

List and brief description of selection criteria

Evidence of experience of providing insurance cover for the public sector is preferable but experience with providing cover for complex commercial organisations will be considered.

### **III.2) Conditions related to the contract**

#### **III.2.1) Information about a particular profession**

Execution of the service is reserved to a particular profession

Reference to the relevant law, regulation or administrative provision

This tender is open only to insurance companies regulated by the Financial Services and Market Act 2000,

Insurance Companies Act 1982 and any other statutory modifications thereof.

This competition does not include a requirement for insurance broking services

## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes

### **IV.2) Administrative information**

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

20 August 2021

Local time

2:00pm

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

#### **IV.2.7) Conditions for opening of tenders**

Date

23 August 2021

Local time

9:00am

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.3) Additional information**

Contract is for 3 years with an option to extend for a further 2 years. One round of tendering is intended with best final offers from bidders being received by XXX

Subsequently, there may be dialogue with bidders regarding clarification in respect of bids received.

For more information about this opportunity, please visit the Delta eSourcing portal at:

<https://www.delta-esourcing.com/tenders/UK-UK-Woking:-Insurance-services./F399F38HAR>

To respond to this opportunity, please click here:

<https://www.delta-esourcing.com/respond/F399F38HAR>

GO Reference: GO-2021716-PRO-18582133

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

Woking Borough Council

Civic Offices Gloucester Square

Woking

GU216YL

Country

United Kingdom

#### **VI.4.2) Body responsible for mediation procedures**

Woking Borough Council

Civic Offices, Gloucester Square

Woking

GU21 6YL

Telephone

+44 1483743113

Country

United Kingdom

### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

Woking Borough Council will incorporate a minimum 10 calendar days standstill period at the point the information on the award of the contract is communicated to tenderers. This period allows unsuccessful tenderers to seek further debriefing from the contracting authority before the contract is entered into. Applicants have 2 working days from the notification of the award decision to request additional debriefing and that information has to be provided a minimum 3 working days before the expiry of the standstill period. Such additional information should be requested from the address given in VI.4.1.